



MICHAEL P. STUPINSKI
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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NANCY O. V...
Deputy First Selectman

PETER J. CHARTER
DENNIS W. FRAWLEY
ANN L. HARFORD
A. LEO MILLER, JR.
JAMES M. PRICHARD

SPECIAL MEETING
BOARD OF SELECTMEN
Monday, December 5, 2005
Town Hall Meeting Hall

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Ann Harford, A. Leo Miller,
James Prichard, Michael Stupinski and Nancy Way

OTHERS PRESENT: Finance Officer: N. DiCorleto, Town Planner: R. Phillips
ZEO Applicant: L. Houlihan

I. CALL TO ORDER:

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:32 p.m.

II. ORGANIZATION OF 2005 – 2007 BOARD OF SELECTMEN:

A. First Selectman's Remarks:

Mr. Stupinski stated that he was glad to be back and is looking forward to a productive two years. He welcomed the new board members, Ann Harford and James Prichard.

B. Election of Deputy First Selectman:

Mr. Stupinski recommended the appointment of Nancy Way as Deputy First Selectman.

MOVED (CHARTER), SECONDED (HARTFORD) AND PASSED UNANIMOUSLY TO APPOINT NANCY WAY AS DEPUTY FIRST SELECTMAN.

C. Agenda Format/Rules of Procedure:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADOPT THE RULES OF PROCEDURE AND AGENDA FORMAT PROPOSED IN MEMO SUBMITTED TO BOARD OF SELECTMEN DATED NOVEMBER 28, 2005.
(ATTACHED)

D. Appointment of Secretary:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPOINT MARIE SAUVE AS SECRETARY AND CAROL YORK AS DEPUTY SECRETARY TO THE BOARD OF SELECTMEN, AS RECOMMENDED BY THE FIRST SELECTMAN.

E. Appointment of Selectmen Committees:

Mr. Miller expressed an interest in serving on the Personnel Committee. Mr. Frawley offered to switch his assignment to the Personnel Committee with Mr. Miller's assignment to the Town Policies Committee. Mr. Stupinski was not opposed to the switch.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE SELECTMEN COMMITTEE APPOINTMENTS FOR 2005-07, AS RECOMMENDED BY THE FIRST SELECTMAN AND AS AMENDED ABOVE. **(ATTACHED)**

F. Appointment of Liaisons to Boards, Commissions and Agencies:

Mr. Miller questioned why he was appointed to only two boards when other members had three or four assignments. He noted that he had specifically requested the Planning & Zoning Commission. Mr. Stupinski stated that he recommended Mr. Prichard as liaison to the Planning and Zoning Commission because of his recent experience on that Commission.

MOVED (WAY), SECONDED (CHARTER) AND PASSED [MILLER ABSTAINED] TO APPROVE THE SELECTMEN LIAISON APPOINTMENTS FOR 2005-2007, AS RECOMMENDED BY THE FIRST SELECTMAN. **(ATTACHED)**

G. Appointment of Town Counsel:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPOINT ATHERTON B. RYAN AS TOWN COUNSEL FOR 2005-2007, AS RECOMMENDED BY THE FIRST SELECTMAN.

H. Appointment of Special Counsel - Town:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPOINT ATTORNEY PATRICK McHALE AS SPECIAL COUNSEL FOR ALL LABOR MATTERS AND THE FIRM OF DAY, BERRY AND HOWARD FOR ALL BONDING MATTERS FOR 2005-2007, AS RECOMMENDED BY THE FIRST SELECTMAN.

I. Appointment of Special Counsel – BOE:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THAT THE BOARD OF EDUCATION RETAIN THE LEGAL SERVICES OF SIEGEL, O'CONNOR, ZANGARI, O'DONNELL AND BECK, P.C., FOR SERVICES IN THE AREAS OF COLLECTIVE NEGOTIATIONS AND LABOR RELATIONS AND THE LEGAL SERVICES OF SHIPMAN AND GOODWIN FOR MATTERS INVOLVING SPECIAL EDUCATION FOR 2005-2007, AS RECOMMENDED BY THE BOARD OF EDUCATION.

J. Appointment of BOE Representative to Permanent Building Committee:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO REAPPOINT GARY BLANCHETTE AS BOARD OF EDUCATION REPRESENTATIVE TO THE PERMANENT BUILDING COMMITTEE TO NOVEMBER 6, 2007, AS RECOMMENDED BY THE BOARD OF EDUCATION.

K. Appointment of BOF Representative to Permanent Building Committee:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPOINT MARK JOYSE TO THE PERMANENT BUILDING COMMITTEE, AS BOARD OF FINANCE REPRESENTATIVE, TO DECEMBER 3, 2007, AS RECOMMENDED BY THE BOARD OF FINANCE.

L. Appointment of P&Z Representative to PBC

This item was tabled to the January 9, 2006 BOS Meeting.

M. Appointment of Insurance Advisory Board Representative to Deferred Compensation Committee

This item was tabled to the January 9, 2006 BOS Meeting.

N. BOS 2006 Meeting Schedule:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE 2006 MEETING SCHEDULE FOR THE BOARD OF SELECTMEN, AS PRESENTED IN THE DRAFT. **(ATTACHED)**

III. APPOINTMENT OF ZONING & WETLANDS ENFORCEMENT OFFICER

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO HIRE LISA HOULIHAN FOR THE POSITION OF ZONING & WETLANDS ENFORCEMENT OFFICER AT AN ANNUAL SALARY OF \$45,077 FOR A 35-HOUR WORK WEEK EFFECTIVE THURSDAY, DECEMBER 8, 2005.

IV. POLICE TRAFFIC ENFORCEMENT GRANT – SEND TO TOWN MEETING

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADD TO THE SPECIAL TOWN MEETING SCHEDULED FOR DECEMBER 12, 2005 AT 7:15 P.M. THE FOLLOWING ITEM: TO CONSIDER THE APPLICATION AND ACCEPTANCE OF THE STATE OF CONNECTICUT TRAFFIC ENFORCEMENT GRANT IN THE AMOUNT OF \$31,200 TO CONDUCT RADAR OPERATIONS FOR THE PURPOSE OF SPEED ENFORCEMENT, AS APPROVED BY BOARDS OF FINANCE AND SELECTMEN.

V. HIGH SCHOOL AUDIT

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY THAT THE MOTION MADE ON SEPTEMBER 19, 2005 RELATING TO THE SPECIAL AUDIT FOR ELLINGTON HIGH SCHOOL BE RESCINDED.

Mr. Frawley stated that he was not in favor of hiring an audit firm as he felt the Town could exam the records in-house. He questioned what would be accomplished. Mr. DiCorleto stated that the Board of Finance wants a final accounting on the project. In addition, the recommendations from the audit will outline procedures for the future to avoid making the same mistakes. Mr. Charter noted that the Permanent Building Committee also requested the audit. Mr. Miller suggested reducing the funding to \$10,000.

MOVED (WAY), SECONDED (CHARTER) AND PASSED [AYE: WAY/CHARTER/HARFORD/PRICHARD; NAY: MILLER/FRAWLEY] TO ENGAGE THE SERVICES OF CARLIN, CHARRON AND ROSEN TO CONDUCT A SPECIAL AUDIT OF THE HIGH SCHOOL PROJECT ENTITLED, "PHASE I - DETERMINE PROJECT STATUS, GAIN CONTROL OF TOTAL ACTUAL/ESTIMATED COSTS IN COMPARISON TO APPROVED BUDGET/APPROPRIATIONS", IN AN AMOUNT NOT TO EXCEED \$15,000, AS RECOMMENDED BY THE BOARD OF FINANCE. FURTHER, FUNDING FOR THIS SPECIAL AUDIT SHALL BE APPROPRIATED FROM THE 2005-06 AUDITORS' SPECIAL PROJECTS ACCOUNT #122.

VI. 2004-05 AUDIT - ADDITIONAL APPROPRIATION

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$29,900 TO FY 2004-05 AUDITORS' ACCOUNT #121 FROM THE 2004-05 UNDESIGNATED FUND BALANCE.

VII. EMERGENCY SEWER REPAIR - FAIRVIEW AVENUE EXTENSION

Mr. Michaud reviewed the pricing for the replacement of the 720 ft. sanitary sewer line on Fairview Avenue Extension.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO WAIVE THE NORMAL BIDDING PROCESS AND ENTER INTO CONTRACT WITH VMS CONSTRUCTION OF VERNON, CONNECTICUT FOR THE EMERGENCY SEWER REPAIR PROJECT AT FAIRVIEW AVENUE EXTENSION, AS RECOMMENDED BY THE PUBLIC WORKS DIRECTOR.

VIII. ADJOURNMENT

MOVED (CHARTER) SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOS AT 8:14 P.M.

Submitted by


Marie Sauve

Approved by


Michael P. Stupinski

MEMO

To: Board of Selectmen

Subject: Organizational Meeting – December 5, 2005:
Proposed Agenda Format and Procedures for Board of Selectmen Meetings

Date: November 28, 2005

Following is a proposed Agenda format for the Board of Selectmen's Meetings:

- I. Call to Order
- II. Citizens' Forum (concerning matters **not** already on the agenda)
- III. Approval of Minutes
- IV. Unfinished Business
- V. New Business
- VI. Administrative Reports
- VII. Selectmen Committee Reports
- VIII. Selectmen Liaison Reports
- IX. First Selectman's Reports
- X. Correspondence
- XI. Adjournment

If Executive Session is needed it would follow Item X – Correspondence.

Special Meetings of the Board of Selectmen may be called by the First Selectman or by any member of the Board of Selectmen through the First Selectman's Office.

Robert's Rules of Order will be followed in the general conduct of the Selectmen's meetings.

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BOS\procedure.bos.05

2005-2007
Recommended Board of Selectmen Committees

Committee	
Auditing:	Frawley, Harford, Prichard
Capital Improvements	Way, Charter, Miller
Deferred Compensation: 1BOS, 1BOF, 1IAB	Frawley, Clements (BOF)
Personnel:	Way, Prichard, Frawley Miller
Personnel Policies:	Way, Harford, Charter
Town Ordinances:	Way, Charter, Miller
Town Policies:	Prichard, Harford, Miller Frawley

BOS\Recommended Committees.05-07

Recommended 2005-2007 Selectmen Liaisons

Liaison Assignments	
Board of Finance	Stupinski
Board of Education	Way
Conservation Commission	Charter
Crystal Lake Fire Dept.	Charter
Cultural Arts Commission	Harford
Economic Dev. Commission	Prichard
Ellington Fire Dept.	Charter
Ellington Vol. Ambulance	Charter
Hall Memorial Library	Way
Housing Authority	Frawley
Human Services	Frawley
Inland/Wetlands Agency	Prichard
Insurance Adv. Board	Harford
Parks & Recreation	Frawley
Planning & Zoning	Prichard
Public Safety Comm.	Will appoint, if needed.
WPCA	Miller
Zoning Board of Appeals	Harford

Voting Member:

Permanent Building Committee	Miller
EDC Tax Abatement Committee	Way

DRAFT

BOARD OF SELECTMEN

2006 Meeting Schedule

All meetings will start at 7:30 p.m. and are held in the Town Hall Meeting Hall, except where indicated in *italics*.

JANUARY

9 (Monday) Regular Meeting
23 (Monday) Capital Improvements

FEBRUARY

6 (Monday) Regular Meeting
13 (Monday) **BOS Capital Improvements Presentation to BOF**
27 (Monday) Budget Meeting

MARCH

13 (Monday) Regular Meeting
28 (Tuesday) **BOS Budget Presentation to BOF**

APRIL

10 (Monday) **REGATTA PUBLIC HEARING at *Crystal Lake School***
followed by Regular Meeting of BOS
11 (Tuesday) **BUDGET PUBLIC HEARING at 8:00 p.m. *EHS***

MAY

1 (Monday) Set Town Meeting for Annual Town Budget Meeting/Approve Call
9 (Tuesday) **ANNUAL TOWN BUDGET MEETING at 8:00 p.m. *EHS***
15 (Monday) Regular Meeting

JUNE

19 (Monday) Commission Members Recognition Program followed by Regular Meeting of BOS

JULY

17 (Monday) Regular Meeting

AUGUST

21 (Monday) Regular Meeting

SEPTEMBER

18 (Monday) Regular Meeting

OCTOBER

16 (Monday) Employee Recognition Program followed by Regular Meeting of BOS

NOVEMBER

13 (Monday) Regular Meeting

DECEMBER

11 (Monday) Regular Meeting